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ABSTRACT

This employer's manual is part of a position simulation for use in an office applications laboratory at the postsecondary level. The purpose of the simulation is to give the student an opportunity to perform those tasks and duties performed by a legal secretary. The employer's manual serves as a general guide to the position simulation. It provides a definition of a position simulation; a description of the tasks experienced in the legal secretarial position; information on when to use the simulation; information on the company; a job description; lists of required supplies, forms and equipment; information on references; information on how to use the simulation (suggestions for introduction, preparation, and student supervision and evaluation); evaluation forms; and an organizational chart. The final section contains the keys to the tasks found in the student packets. Instructor Guide Sheets, which precede each key, provide the unit title and a description of task, and indicate required materials, supplies, and/or equipment, suggested requirements, and areas of specialization. (YLB)

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ED249403

Mae Conn and Associates

A Legal Secretary Position Simulation

Employer's Manual

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Georgia Department of Education
Atlanta, Georgia 30334
Charles McDaniel, State Superintendent of Schools
1982

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MAE CONN AND ASSOCIATES

A Legal Secretary Position Simulation

Developed by

Macon Area Vocational-Technical School
Macon, Georgia

Revised by

Georgia State University
Atlanta, Georgia

Project Supported by

Office of Vocational Education
Georgia Department of Education
Division of Program Development
Atlanta, Georgia 30334

Dr. Charles McDaniel, State Superintendent of Schools

1982

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FOREWORD

This legal secretary position simulation was designed to be used in an office applications laboratory at the postsecondary level. Its purpose is to give the student an opportunity to perform those tasks and duties that may be performed by a legal secretary.

Appreciation is expressed to Mr. K. Gerald Allen, Project Coordinator, and to the business education instructors at Macon Area Vocational-Technical School for the development of these materials.

Appreciation is also expressed to the many business education instructors throughout the state who field tested and provided invaluable feedback on these materials as a part of this revision effort.

Sincere thanks go to Dr. John H. Lloyd, Director, Program Development Division, for his continued encouragement, support, and leadership in this revision effort.

Dr. Harmon Fowler
Project Director
Office Simulation Project

Mrs. Doris Rash-Wooten
Assistant Project Director
Office Simulation Project

M A E C O N N A N D A S S O C I A T E S

Attorneys at Law

Definition of a Position Simulation

What is a position simulation? A position simulation is a comprehensive and selected group of tasks common to a particular job. This type of simulation contains a variety of realistic work jobs, situations, and experiences that relate directly to the student's position. The unrelated simulation experiences (tasks) for the legal secretarial position simulation are not designed to be used in a work-flow or any particular sequence. The simulated tasks can be completed as a group; or they can be selected on the basis of student ability, curriculum major, time availability, and supervision required. A student completing all tasks in this simulation will encounter approximately fifty (50) hours of work.

Description of the Position Simulation, Mae Conn and Associates

MAE CONN AND ASSOCIATES, a position simulation for office occupations, is designed to accommodate an individual or a full class of students. The position simulation tasks will run for approximately fifty (50) hours. This legal secretarial position simulation contains tasks common to each of the following instructional areas: accounting, secretarial, and clerical. The primary purpose of this simulation is to afford the student an opportunity to improve skills and apply knowledge gained from prior educational experiences. Following is a list of tasks that can be experienced in the legal secretarial position:

1. Keeping an appointment calendar

2. Filing
3. Typing Complaints
4. Typing letters
5. Handling new clients
6. Wills
7. Powers of Attorney
8. Handling Requests for Hearings
9. Garnishments
10. Quitclaim Deed
11. Warranty Deed
12. Security Deed
13. Divorce cases
14. Depositions
15. Subpoena
16. Lis Pendens
17. Typing receipts
18. Typing financial statements
19. Taking and transcribing dictation
20. Handling mail
21. Reconciling a bank statement
22. Making receipt deposits
23. Handling petty cash transactions
24. Typing on the Mag Card machine

The instructor may issue initial supplies, and restocking may be done through requisitioning. The employee will then go through an office orientation session to become familiar with the job duties. This orientation should include the issuance of the

Employee's Manual which contains the following information:

1. General information about the company
2. Job description
3. How the employee fits into the overall work flow
4. Office rules and regulations
5. Evaluation policies

When to Use the Simulation

This simulation can be introduced to third or fourth quarter secretarial or clerical students, who have completed the following course requirements: typewriting, shorthand and/or transcription, secretarial accounting or bookkeeping, business math, office machines, and business communications. For students who have developed these and other skills, this simulation will give them an opportunity to apply and improve those skills in a realistic legal setting.

This simulation can be incorporated into the business program as a position simulation task for those students who are interested in the legal field and those enrolled in model office or simulation classes. When used in these classes, the students will learn first hand the skills they will need in order to succeed in a legal office.

About the Company

MAE CONN AND ASSOCIATES, Attorneys at Law, is located at 3300 Macon Tech Drive, Macon, Georgia 31206. The telephone number is (912) 781-0551.

Attorney Conn began her law practice in 1960 but found that she was getting more cases and other legal work than she could

handle. Mr. Phillip Swartz, III, was hired in 1966 as the first associate. He hired Miss Brenda Davis as his personal secretary. Four years ago Miss Mary Griffis was hired as the second associate, forming MAE CONN AND ASSOCIATES, Attorneys at Law.

Mrs. Amber Richardson was hired as Miss Griffis' personal secretary. Mrs. Linda Brown is the bookkeeper. The student is employed by Mrs. Conn as her personal secretary. The main duties include screening all her calls; making appointments; maintaining a daily itinerary of activities; typing legal forms and documents; helping the bookkeeper with typing bills, checks, receipts, financial statements and expense reports; reconciling bank statements; and making receipt deposits. Mrs. Conn's secretary will also supervise the secretarial staff when the lawyers are out of the office, making sure all work is completed correctly, helping when work piles up, and coordinating the total work load.

MAE CONN AND ASSOCIATES is now one of the leading law firms in Macon, handling all phases of law.

Job Description

The student will be working in the office of Mae Conn and Associates, Attorneys at Law, and will receive instructions from Attorney Conn. The office hours at Mae Conn and Associates are from 9:00 a.m. to 5:00 p.m., Monday through Friday. Employees have one hour for lunch. At least one secretary should be in the office at all times.

Mrs. Conn's secretary will share an office with Miss Davis and Mrs. Richardson. Each employee will handle his/her own work load as well as share receptionist duties. If the work load

becomes too heavy, the employees will help each other.

The mail should be sorted as soon as it arrives and care taken of any matters that do not require Attorney Conn's personal attention. All correspondence should be transcribed the same day it is dictated, even if this requires working late on occasion.

Appointments, meetings, speeches, etc., are scheduled in advance; therefore, it is important that the student keep an accurate record to avoid conflicts in meeting times and dates. These recordings are made on the monthly appointment calendar and must be checked at the beginning of each day.

All letters will be typed on letterhead stationery in modified block style with mixed punctuation. Reference initials should be typed on the reference line.

Each client will be assigned a client file number for confidential purposes. All correspondence is filed in each client's folder chronologically with most recent date first. All documents are filed behind the correspondence in chronological order according to date of signature.

Listed below are the specific job duties contained in the Legal Secretarial position simulation.

Keeping an appointment calendar
Handling Requests for Hearings
Handling new clients
Handling the telephone
Handling the mail
Handling petty cash
Reconciling a bank statement
Making receipt deposits
Operating the Mag Card/ Memory Typewriter
Filing
Taking dictation
Typing Wills
Typing Complaints
Typing financial statements
Typing receipts
Typing letters
Typing Garnishments
Typing Quitclaim Deeds
Typing Warranty Deeds
Typing Security Deeds
Typing divorce cases
Typing Depositions
Typing Subpoenas
Typing Lis Pendens
Typing Powers of Attorney

How the Student/Employee Fits into the Overall Work Flow

A look at the organizational chart will show you that the student works for and answers directly to Attorney Conn. Attorney Conn relies heavily on her employee's expertise in all areas. In general, the student coordinates the work of the office staff to make certain that everything operates efficiently.

The bookkeeper, Mrs. Linda Brown, answers directly to Attorney Conn's secretary who is responsible for conveying financial information directly to Attorney Conn. The associates' secretaries rely on Attorney Conn's secretary for advice and technical information in carrying out their secretarial tasks.

When the secretarial work load becomes unbalanced or heavy on any of the legal secretaries, Attorney Conn's secretary is responsible for alleviating the problem. Getting the work out efficiently might require redistributing the work, overtime, investigating new methods of producing the work, or bringing in a temporary office worker. The operation of this law office is a team effort.

Supplies and Forms

You will need to make sure all the following supplies and forms are available:

- -Legal cap
- -Carbon paper
- -Legal typing paper
- -Eraser
- -Index cards
- -Letterhead
- -Envelopes
- -Calendar
- -File folders
- -Garnishment Form
- -Security Deed
- -Warranty Deed
- -Quitclaim Deed
- -Bank deposit slips and reconciliation forms
- -Request for Hearing
- -Client Work Sheet
- -Retainer Agreement
- -Authorization for Medical Information forms

Equipment

The equipment listed below is needed in order to perform this legal secretarial position simulation:

- -Typewriter
- -Mag Card and/or Memory Typewriter
- -Dictation Machine
- -Calculator
- -Cassette Recorder

In order to ennance the realism of the legal secretarial position simulation, additional equipment might be added; such as, telephones, copy machines, and in-out baskets. Individual tasks for student simulation can be selected based on student ability and curriculum major.

References

A multitude of legal reference books are available commercially. Most typing and business communications textbooks include enough basic information to allow the student to begin work in this simulation. Bookkeeping/accounting textbooks being used in the program are adequate references, also.

How to Use the Simulation

This legal secretarial position simulation is designed to be used by individual students. It should give the students realistic on-the-job duties to perform, such as those encountered in most law offices. The primary goal of this simulation is to acquaint the student with the type of activities that he or she might encounter in a legal secretarial position. Through the use of legal forms and task simulations, the student should develop the skills and knowledge necessary to perform efficiently in a legal office.

Suggestions for Introducing the Simulation

Since this simulation involves no work flow activity, the student could simply be asked to read the Employee's Manual to prepare for the legal secretarial position simulation. However, when time permits, the instructor might like to ask the student to look at the want ad section of the local newspaper to check for job opportunities in the legal secretarial field. A quick glance should show that there is a demand for legal secretaries. The student can visit a local law office for a day. Group discussions of the legal secretary's duties might provide insight and motivate the student.

How to Prepare for the Simulation

Be sure that the student has access to the Employee's Manual and such resource materials as dictionaries containing legal terms and references relating to legal work. The instructor should insure that an ample supply of legal forms are available for student use. To facilitate printing, all the forms included in this simulation are on 8½ x 11-inch paper. However, it is suggested that the instructor see to it that actual legal size forms are used.

Supervision and Evaluation of the Student

The student/employee should receive four packets of materials, and Employee's Manual, and a Memo from Mae Conn. This memo, shown on Page 13, instructs the student on how to use the secretarial simulation. You may need to stop now and read the memo.

The Employer's Manual that you are now reading contains the

keys to each of the four student packets and all the information that the instructor will need to effectively supervise the operation of the position simulation.

A suggested grading system of evaluation can be found on Page 11. This grading system is to be used in assigning the student a grade. Each task completed is assigned a letter grade. If the student satisfactorily completes the task on the first attempt, a letter grade of an A or B is assigned. If the task must be returned to the student for a second attempt, the student will receive a C, D, or F. The grades from each of these tasks will then be averaged together to compute the final grade.

Another type of evaluation that might also be used is the Employee Evaluation Sheet. The student might be asked to evaluate himself/herself on this form every two weeks or the instructor may evaluate the student. It may even be more realistic to have the student evaluate his/her performance and then the instructor, in turn, will also evaluate the student's performance. A meeting can then be held in which the results of both evaluations are discussed. A sample copy of the Employee Evaluation Sheet can be found on the following page.

MAE CONN AND ASSOCIATES

Employee Evaluation Sheet

The Supervisor will use this form to evaluate each employee. For each quality on the left, select the group of words on the right that best describes the employee. Circle the appropriate block. After rating the employee on all qualities, add and record the total points.

Name_____ Date_____ Total Points_____

Present Position_____ Rated by _____

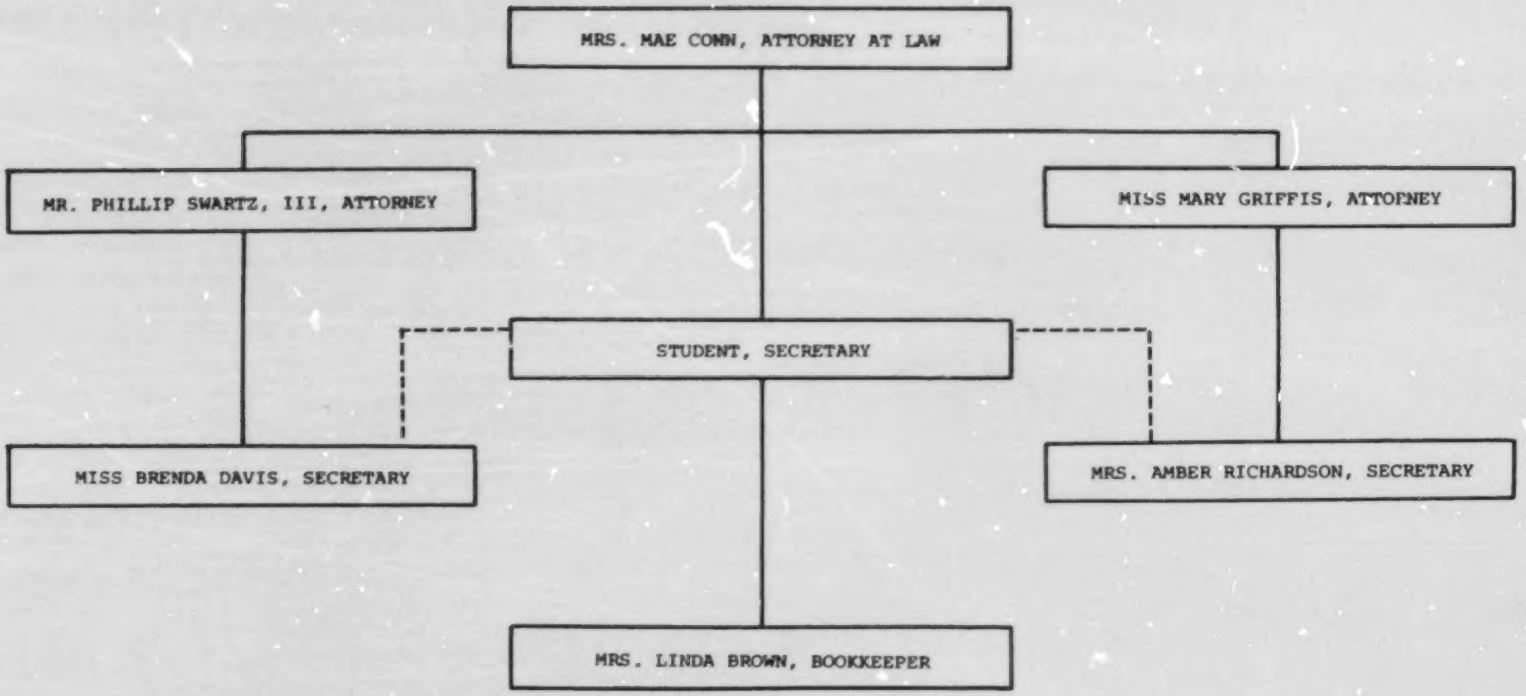
	10	8	6	4
Attendance	Excellent	Sometimes absent	Often absent	Undependable; gives no notice
Punctuality	Excellent	Sometimes late	Often late	Undependable; gives no notice
Work attitude	Enthusiastic	Average interest	Below average	Seems indifferent
Attitude toward fellow workers	Always congenial/ cooperative	Average tact cooperation	Sometimes difficult to work with	Inclined to be quarrelsome/ uncooperative
Initiative	Seeks additional tasks/self-reliant	Works without waiting for directions	Waits unnecessarily for directions	Puts off work
Knowledge of job and phases of work	Exceptional	Adequate	Inadequate	Very poor
Quality of work; consider neatness/accuracy, dependability, thoroughness	Exceptional	Average	Below average when under pressure	Unsatisfactory
Quantity of work	Able to handle additional work	Keeps up with daily work	Sometimes slow	Cannot keep up with daily work
Reliability--under pressure, deadlines, heavy work loads	Can always be counted on	Usually can be counted on	Unreliable under pressure	Cannot handle pressure
Learning flexibility	Learns quickly	Average ability to to change	Slow to learn	Unable to change or learn

STUDENT'S NAME _____

		First Attempt		Second Attempt			
Packet No.	Description	A Mailable	B Mailable Minor Errors	C Mailable	D Major Errors	Unmailable	Grade
1	Filing						
	Request For Hearing						
	Will						
	Financial Statements						
	Deposition						
2	Subpoena						
	Security Deed						
	Complaint For Divorce						
	Letter						
	Warranty Deed						
	New Clients						
3	Garnishment						
	Lis Pendens						
	Transcription						
	Complaint						
	Power of Attorney						
4	Mail						
	Petty Cash						
	Quitclaim Deed						
	Bank Deposit						
	Reconciliation						
						AVERAGE GRADE FOR SIMULATION	

MAE CONN AND ASSOCIATES, ATTORNEYS AT LAW

ORGANIZATIONAL CHART


MRS. MAE CONN, ATTORNEY AT LAW
MR. PHILLIP SWARTZ, III, ATTORNEY
MISS MARY GRIFFIS, ATTORNEY
STUDENT, SECRETARY
MISS BRENDA DAVIS, SECRETARY
MRS. AMBER RICHARDSON, SECRETARY
MRS. LINDA BROWN, BOOKKEEPER

MAE CONN & ASSOCIATES

Attorneys at Law 3300 Macon Tech Dr.
Macon, Ga. 31206 Telephone 781-0551

M E M O R A N D U M

TO: New Employees

FROM: Mae Conn *MC*

SUBJECT: Mae Conn Office Procedures

We are pleased to welcome you to MAE CONN AND ASSOCIATES as a legal secretary. We hope your employment here will be very enjoyable and successful.

Upon entering this firm, your first responsibility is to study and become familiar with the Employee's Manual. This manual is a guide to all our legal procedures. It contains instruments on how to type legal documents, examples of these documents, how to handle new clients, styles of letters used in our office, etc. Before starting your duties, please read and study this manual very carefully.

In your Employee's Manual on Page 10is a list of supplies needed to organize your work area. You will need to obtain these supplies before beginning work.

You will notice that there are four individual packets contained in this position simulation. After reading the Employee's Manual, you should begin with Packet No. 1. The first sheet inside of this packet, as well as succeeding packets, contains a calendar for one, eight-hour day in a legal office. This calendar lists in order the jobs to be completed. After each packet is completed, you should turn the work in to your instructor for evaluation.

KEY TO STUDENT PACKET 1

INSTRUCTOR GUIDE SHEET

Unit Title

Type and File Individual Cards for Clients

Description

From information given, the student will type the names, addresses, phone numbers, and client numbers of all clientele. Cards will then be filed alphabetically.

Materials, Supplies, and/or Equipment

Included: List of names

Needed but not Included:
- 3 x 5 index cards
- Card guides
- File box
- Typewriter
- Correction materials

Requirements (Suggested)

Prerequisites:
- Basic Typewriting
- Knowledge of numerical and alphabetical filing

Approximate Time to Complete: 1 hour

Accuracy: 100% error free

Areas of Specialization

Clerical
Secretarial

CLIENTELE - MAE CONN & ASSOCIATES

	File Number
Cain, J. Paul (Mr.) 4292 Vista Circle Macon, GA 31204 788-0983	25501
Dukes, Janice W. (Ms.) 315 Westover Drive Milledgeville, GA 61831 942-6606	25502
Fletcher, Louis C. (Mr.) Publisher, Direction Magazine 29 Chandler Drive Warner Robins, GA 31093 982-8117	25503
General Builders, Inc. 372 Fifth Street Gray, GA 31773 444-3172	25504
Harden, Johnny P. (Mr.) 345 Forest Lane Macon, GA 31416 745-0551	25505
Ideal Homes, Inc. 3393 Vineville Avenue Macon, GA 31204 745-5915	25506
Jacobs, Doris (Mrs.) Route 3, Box 415 Macon, GA 31216 745-0663	25507
Jones, Howard (Mr. & Mrs.) 1417 Pio Nono Avenue Macon, GA 31215 743-6093	25508
Kearce, Kenneth W. (Mr.) 1993 Centerville Road Byron, GA 41703 433-3173	25509

Kints, Samuel J. (Mr.) 25510
3390 Napier Avenue
Macon, GA 31204
S.S. #286-75-9036

L. L. L. Suppliers, Inc. 25511
748 Prudential Building
Macon, GA 60601
745-7663

Lincoln, Martha G. (Mrs.) 25512
3175 Guthrie Drive
Perry, GA 31706
547-6837

MacAdams, Rose L. (Miss) 25513
1900 South Maple Street
Payne City, GA 61920
746-6309

MacCollum, Alex J. (Mr.) 25514
1300 Silver Avenue
Kathleen, GA 76132
795-4715

Martin, Mercer & Mounds 25515
83 Florence Avenue
Macon, GA 33605
743-0967

Midas Mortgage Company 25516
494 Dubuque Street
Gray, GA 52001
444-8414

Miss May's Gift Shop 25517
3720 Cypress Street
Forsyth, GA 60177
982-2881

Moye, D. (Mr. & Mrs.) 25518
367 Riverview Road
Macon, GA 31217
743-8017

Myers, R. L., Jr. (Mr.) 25519
4732 Riverview
Milledgeville, GA 61832
457-7184

National Car Rental System 25520
480 Second Avenue
Macon, GA 06516
742-4167

Neilson, George D. (Mr.) 25521
2100 Jackson Street
Gray, GA 66044
444-1441

Neon Signs 25522
3467 Mountain View Road
Atlanta, GA 31578
983-1723

Nichols Construction Company 25523
1740 Abbott Drive
Macon, GA 65806
788-1883

Oake, J. B. (Sarah) (Mrs.) 25524
3439 Lincoln Way
Barnesville, GA 68522
982-2223

O'Brien, Marvin O. (Marian) (Mrs.) 25525
345 East First Street
Perry, GA 77034
547-7447

Offner, B. W. (Dr.) 25526
901 Parker Building
Macon, GA 58501
745-5447

Persimon, Wendy Gale (Ms.) 25527
935 Clairmont Avenue
Macon, GA 31208
745-2521

Ridley, R. J. (Mr.) 25528
360 Forest Lake Drive
Lizella, GA 31378
942-6887

Saint Albans, Michael M., Inc. 25529
2100 Danville Road
Danville, GA 40069
972-2716

San Benito, Tracey (Miss) 25530
2600 Lakeside Avenue
Milledgeville, GA 94132
457-6783

Schmidt, Samuel R. (Mr.) 25531
414 Main Street
Macon, GA 57783
743-6997

Scriven, Thomas R. (Mr.) 25532
Manager, The Sweet Shop
213 Front Street
Warner Robins, GA 57102
983-3883

Searles, V. T. (Dr.) 25533
3517 Linda Way
Haddock, GA 57102
983-8319

Seymore, Sally Jane (Ms.) 25534
5149 Macon Avenue
Macon, GA 31204
745-9871

Shurling, Julia P. (Ms.) 25535
983 Gray Highway
Macon, GA 31202
742-4614

Sibley Paint Shop 25536
235 Bailey Road
Macon, GA 51249
743-0873

Smith, Bessie Lou (Ms.) 25537
2331 West End Avenue
Fort Valley, GA 36093
447-7317

Spalding, Ralph J. (Mrs.) 25538
460 Riverview Drive
Macon, GA 31208
742-1313

Staples, Jo Ann (Mrs.) 25539
365 Area Lane Drive
Macon, GA 31208
743-6807

Suan, Won (Mr.) 25540
404 Abbey Street
Warner Robins, GA 63877
792-1972

Teague, Mack (Sara) (Mrs.) 25541
Box 174
Macon, GA 78206
781-0663

TenHigh, Tark (Alicia) (Mrs.) 25542
Box 216
Elberta, GA 38705
982-2714

TeVoss, Henry J. (&) Sons 25543
88 Portland Road
Fort Valley, GA 62708
412-2614

Thompson, Jarvis E. (Mr.) 25544
14 Kimberly Lane
Centerville, GA 57102
983-0331

Toon, Soo un Vee (Mr.) 25545
P. O. Box 2300
Warner Robins, GA 77479
792-2416

Trucks-for-Hire, Inc. 25546
444 Spring Street
Macon, GA 31201
745-5337

Underwood, Sheldon P. (Mr.) 25547
4940 East First Street
Warner Robins, GA 57069
792-2147

Uptown Sisters 25548
(Teresa & Valencia Stone)
Suite 202
Parks Building
Macon, GA 31202
788-1881

VanSickle, Vance, & Voorhis — 25549
Shull Building
Macon, GA 31091
743-0991

Vinton, Sanford T. (Priscilla) (Mrs.) — 25550
458 Grant Street
BonAire, GA 94108
983-0993

Walker, Johnny P. (Mr.) — 25551
4495 Greenbriar Road
Barnesville, GA 37601
973-4603

West, Larry K. (Mr.) — 25552
2191 Burton Avenue
Macon, GA 31204
743-6937

White, Ann S. (Mrs.) — 25553
3173 Forest Hill Road
Macon, GA 31215
743-7673

White, Thomas W. (Mr.) — 25554
3173 Forest Hill Road
Macon, GA 31215
743-7673

Wilson, Harry L. (Dr.) — 25555
1272 Medical Arts Building
South Cherry Street
Macon, GA 31208

Woodberg, Spring, & Riley Contractors — 25556
207 Greene Building
Macon, GA 31206
781-3714

INSTRUCTOR GUIDE SHEET

Unit Title

Request for a Hearing and Rough Letter

Description

From a handwritten copy, the student will type a letter and a Request for a Hearing.

Materials, Supplies, and/or Equipment

Included: Employee's Manual
Request for Hearing form

Needed but not Included: Typewriter
Correction materials
Typing paper
Carbon paper

Requirements (Suggested)

Proficiency Level or Prerequisite: Basic Typewriting

Approximate Time to Complete: 1 hour, 30 minutes

Accuracy: 100% error free

Areas of Specialization

Clerical
Secretarial

REQUEST FOR HEARING

CLAIMANT: Samuel J. Kints
MAIDEN NAME (Leave blank if same as above)

SOCIAL SECURITY NUMBER: 286-75-9036
SPOUSE'S NAME AND SOCIAL SECURITY NUMBER (Complete ONLY in Supplemental Security Income Case)

(Check One) Initial Entitlement X Termination or other Post-Entitlement Action ___

Type Claim (Check One)

Retirement or Survivors----------Only ___ (RSI)
Disability, Worker or Child--------Only X (DIWC)
Disability, Widow or Widower-------Only ___ (DIWW)

SSI, Aged-------- Only ___ (SSIA) With Title II Claim ___ (SSAC)
SSI, Blind--------Only ___ (SSIB) With Title II Claim ___ (SSBC)
SSI, Disability---Only ___ (SSID) With Title II Claim ___ (SSDC)
Other (Specify) ___

I disagree with the determination made on the above claim and request a hearing. My reasons for disagreement are:

The previous decisions are in error. I am disabled as defined by the law and regulations. INFORMAL REMAND WAIVED.

Check one of the following:

X I have additional evidence to submit.

___ I have no additional evidence to submit.

Check ONLY ONE of the statements below:

X I wish to appear in person.

___ I do not wish to appear in a hearing. I request that a decision be made on the basis of the evidence in my case.

Signed by: (Either the claimant or representative should sign. Enter addresses for both.

SIGNATURE OF NAME OF CLAIMANT'S REPRESENTATIVE

X ATTORNEY ___ NON ATTORNEY

ADDRESS: 3300 Macon Tech Drive
CITY, STATE, AND ZIP CODE: Macon, GA 31206
TELEPHONE NUMBER: 781-0551

CLAIMANT'S SIGNATURE: Samuel J. Kints

ADDRESS: 3390 Napier Avenue
CITY, STATE, AND ZIP CODE: Macon, GA 31204
TELEPHONE NUMBER: 745-8610

DATE: July 23, 19--
(Claimant should not fill in below this line)

TO BE COMPLETED BY SOCIAL SECURITY ADMINISTRATION

Is this request timely filed? ___ YES ___ NO

If "No" is checked: (1) Attach claimant's explanation for delay, (2) Attach any pertinent letter, material, or information in the Social Security Office.

Interpreter Needed ___ ((Language)

ACKNOWLEDGMENT OF REQUEST FOR HEARING

This request for hearing was filed on ___ at ___

The Administrative Law Judge will notify you of the time and place of the hearing at least 10 days in advance of the hearing.

HEARING OFFICE COPY

TO:
___ Hearing Office ___ (Location)
___ ___ (Location) Claims involving SSI or combined SSI-RSDI)
___ Supplemental Security Income File Attached

For the Social Security Administration:
By: ___ (Signature)
___ (Title)
___ (Street Address)
___ (City, State, and Zip Code)
Servicing Social Security Office Code ___

CLAIM FILE COPY

TO:
___ HEARING OFFICE
CLAIM File(s) Requested by Teletype to ___ ((Location)
___ ACB (BOP)

BEST COPY AVAILABLE

K-1-2

MAE CONN & ASSOCIATES

Attorneys at Law 3300 Macon Tech Dr.
Macon, Ga. 31206 Telephone 781-0551

May 25, 19--

Social Security Administration
P. O. Box 4128
Macon, GA 31208

Ladies and Gentlemen:

RE: Samuel J. Kints
Social Security Number 286-75-9036

Enclosed you will find a request for a hearing that we are filing on behalf of the above individual. The request for reconsideration was denied on May 2, 19--.

If anything additional is needed from us to file this request for a hearing, please feel free to call on us.

Very truly yours,

Mae Conn
Attorney at Law

MC/xx

Enclosure

cc Samuel J. Kints

INSTRUCTOR GUIDE SHEET

Unit Title

Last Will and Testament

Description

Given a rough draft of a Will, the student will type the Last Will and Testament using the correct form described in the Employee's Manual.

Materials, Supplies, and/or Equipment

Included: Rough draft of Will
Employee's Manual

Needed but not Included: Typewriter
Correction materials
Legal Cap paper (blue ruled, if available)
Legal-size carbon paper

Requirements (Suggested)

Proficiency Level or Prerequisite: Advanced Typewriting

Approximate Time to Complete: 2 hours

Accuracy: 100% error free

Areas of Specialization

Clerical
Secretarial

STATE OF GEORGIA

COUNTY OF BIBB

LAST WILL AND TESTAMENT

OF

WENDY GALE PERSIMON

I, WENDY GALE PERSIMON, of said State and County, do make and publish this my Last Will and Testament, hereby revoking all Wills heretofore made by me.

ITEM I.

(a) I wish my body buried in a suitable manner and a suitable memorial erected and the cost thereof paid out of my estate.

(b) All of my just debts shall be paid out of my estate as soon as practicable.

ITEM II.

All of the rest, residue and remainder of my property of every description, and wherever located, I give, devise and bequeath to BRETT RAY PERSIMON, my husband, in fee simple if he is alive at the time of my death; if not, then this bequest shall go in fee simple to my child, SUNNEE LYNN PERSIMON.

ITEM III.

All of the bonds, bank accounts, savings accounts and building loan accounts I may own at the time of my death which designate myself and/or any other person as the owner thereof shall be the sole property of such other person and my Executor shall make no claim against them on account thereof. All such property is

Last Will and Testament of
Wendy Gale Persimon

intended to be in joint ownership with such other person having the right of survivorship, and in the event such person does not otherwise have such right, the property pursuant to this provision is hereby given and bequeathed to such person.

ITEM IV.

I hereby constitute and appoint as Executor of this Will JOHN C. JONES. However, in the event he should predecease me or fail or cease to act as Executor, then I hereby appoint my husband, BRETT RAY PERSIMON, to act as successor Executor.

ITEM V.

(a) In the management, care and disposition of my estate, I confer upon the Executor the right to sell, exchange or otherwise dispose of any property at any time held or acquired under this Will at public or private sale, for cash or on terms without advertisement; and also to invest all monies in such mortgages, choses in action, real estate, improvements thereon, and such other property as the Executor shall deem best without regard to any law now or hereafter in force limiting investments of fiduciaries.

(b) In the distribution of my estate, the Executor shall have the authority to make the division in money or in kind, or in both, and the division made and the values established by my Executor shall be binding and conclusive on all persons taking hereunder.

Last Will and Testament of
Wendy Gale Persimon

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal to this my Will this 3rd day of May, 19--.

_____(Seal)
WENDY GALE PERSIMON

Signed, sealed, published and declared as and for her Last Will and Testament in our presence and we, at her request and in her presence, and in the presence of each other, have hereunto subscribed our names as witnesses the day and year above set out.

_____residing at_____

_____residing at_____

INSTRUCTOR GUIDE SHEET

Unit Title

Type Financial Statements in Acceptable Form

Description

From information given, the student will type income statement, balance sheet, and capital statement.

Materials, Supplies, and/or Equipment

Included: Rough drafts of financial statements

Needed but not Included: Typewriter
Typing paper
Correction materials

Requirements (Suggested)

Proficiency Level or Prerequisite: Intermediate Typewriting

Approximate Time to Complete: 45 minutes

Accuracy: 100% error free

Areas of Specialization

Clerical
Secretarial

MAE CONN

Balance Sheet

September 30, 19--

Assets		
Cash	$240,000.00	
Petty Cash	200.00	
Accounts Receivable	32,500.00	
Supplies	535.00	
Office Equipment	12,500.00	
Office Furniture	13,750.00	
Total Assets		$299,485.00
Liabilities		
Bartlett & Reid, Savings and Loan Association		$ 20,062.00
Rogers Office Supply Co.		415.00
Thomas Furniture Store		12,600.00
Williams & Swinney Office Equipment		7,000.00
Total Liabilities		40,077.00
Capital		
Mae Conn, Capital		259,408.00
Total Liabilities and Capital		$299,485.00

MAE CONN

Income Statement

For Quarter Ended September 30, 19--

Revenue		
Legal Fees		$51,285.63
Expenses		
Rent Expense	1,500.00	
Utilities Expense	1,277.50	
Salaries Expense	26,500.00	
Supplies Expense	150.95	
Insurance Expense	120.15	
Delivery Expense	31.75	
Misc. Expense	47.28	
Travel Expense	1,000.00	
Entertainment Expense	500.00	
Total Expenses		31,127.63
Net Income		$20,158.00

MAE CONN

Capital Statement

For Quarter Ended September 30, 19--

Mae Conn, Capital, July 1, 19--.		$250,000.00
Net Income for Quarter Ended September 30, 19--	20,158.00	
Less Withdrawals for Quarter Ended September 30, 19-- . . .	10,750.00	
Net Increase in Capital.		9,408.00
Mae Conn, Capital, September 30, 19--.		$259,408.00

INSTRUCTOR GUIDE SHEET

Unit Title

Deposition

Description

From dictation (cassette, belt or disc), the student will type the Deposition using correct legal form as described in the Employee's Manual.

Materials, Supplies, and/or Equipment

Included: Employee's Manual
Cassette tape

Needed but not Included: Typewriter
Correction materials
Legal stationery
Carbon paper and second sheets
Disc or belt dictation system or
Cassette tape player

Requirements (Suggested)

Proficiency Level or Prerequisite: Basic Typewriting

Approximate Time to Complete: 2 hours

Accuracy: 100% error free

Areas of Specialization

Clerical
Secretarial

IN THE SUPERIOR COURT K-1-5

FOR THE COUNTY OF BIBB

STATE OF GEORGIA

MARTHA G. LINCOLN
Plaintiff

Civil Action No. 963

VS.

GEORGE A. LINCOLN
Defendant

D E P O S I T I O N

On April 21, 19--, WILLIAM DOOLITTLE, Notary Public, State of Georgia, proceeded to take the deposition of the plaintiff in the above-named and -stated case, same being taken as provided in the agreement filed in this case and there being present only said witness, plaintiff, and Mae Conn, Attorney at Law. After being duly sworn, the plaintiff testified as follows:

Q. Would you please state your name?

A. Martha G. Lincoln

Q. To whom are you married?

A. George A. Lincoln

Q. At the time of the filing of your complaint for divorce, in what county did you reside?

A. In Bibb County

Q. Had you been a resident of the State of Georgia for more than six months immediately preceding the filing of your complaint for divorce?

A. Yes, I have lived in Georgia for 33 years.

Q. Are you and your present husband separated?

A. Yes

Q. When did you separate?

A. On September 23, 1979

Q. When were you and your husband married?

A. March 30, 1968

Q. Do you feel that this marriage is irretrievably broken?

A. Yes, he has never fulfilled his marital obligations.

Q. Can this marriage be saved?

A. No

Q. Do you want the Court to grant you a total divorce?

A. Yes, I think it's the only way.

Q. Have you and your husband entered into an agreement providing for the disposition of your property and the custody and support of your children?

A. Yes, we are in agreement.

Q. Do you want the Court to make this a part of the judgment of the court?

A. Yes, I do.

GEORGIA, BIBB COUNTY

I, William Doolittle, Notary Public, State of Georgia, do hereby certify that Martha G. Lincoln appeared and testified before me as sole commissioner, as stated in the caption, and that I reported verbatim her testimony and have on the foregoing pages truly and correctly transcribed the same.

I further certify that I am neither kin nor counsel to the parties and have no interest in the outcome of this case.

_____
Notary Public

KEY TO STUDENT PACKET 2

INSTRUCTOR GUIDE SHEET

Unit Title

Subpoena

Description

The student will type a Subpoena from rough draft copy in good legal form as displayed in the Employee's Manual.

Materials, Supplies, and/or Equipment

Included: Employee's Manual
Rough draft of Subpoena

Needed but not Included: Typewriter
Legal-size stationery
Second sheets
Carbon paper

Requirements (Suggested)

Proficiency Level or Prerequisite: Basic Typewriting

Approximate Time to Complete: 2 hours

Accuracy: 100% error free

Areas of Specialization

Clerical
Secretarial

IN THE SUPERIOR COURT K-2-1

FOR THE COUNTY OF BIBB

STATE OF GEORGIA

JULIA P. SHURLING
Plaintiff

Civil Action No. 49514

VS.

RICKY A. SHURLING
Defendant

SUBPOENA

TO: Payroll Supervisor
Jones Manufacturing Company
3600 Jonesco Drive
Macon, GA 31206

GREETINGS:

You are hereby commanded, that, laying all other business aside, you personally be and appear at the Superior Court courtroom, Bibb County Courthouse, Macon, Georgia, at 10:00 a.m. on the 15th day of August, 19--, then and there to be sworn as a witness in the above-captioned action for the purpose of giving testimony on oral examination.

You are further commanded to bring with you at that time and place the materials specified in the attached list which is made a part hereof by reference hereto, which is within your possession, custody, or control, in order that they may be inspected and inquired into.

Herein fail not under penalty of the law.

Witness my hand and seal of the Court, this_____day of July, 19--.

_____
Deputy Clerk, Bibb Superior Court

SUBPOENA

Materials Required for Inspection and Inquiry

1. **All payroll records, including journals, registers, vouchers, canceled checks, tax records, etc.**
2. **Time cards**
3. **Personnel records, including anecdotals**
4. **Any other information or materials relative to this**

****

The foregoing Subpoena was served this ___day of July, 19--.

_____
Deputy Sheriff, Bibb County, Georgia

INSTRUCTOR GUIDE SHEET

Unit Title

Deed to Secure Debt and Note

Description

Given a memo with instructions, the student will type a Deed and a note from rough drafts.

Materials, Supplies, and/or Equipment

Included: Rough draft of Deed form
Blank Deed form
Employee's Manual
Note form

Needed but not Included: Typewriter
Correction materials

Requirements (Suggested)

Proficiency Level or Prerequisite: Basic Typewriting

Approximate Time to Complete: 25 minutes

Accuracy: 100% error free

Areas of Specialization

Clerical
Secretarial

NOTE SECURED BY REAL ESTATE, VARIABLE INSTALLMENTS

$ 20,000 Macon, Georgia, July 10 19--

FOR VALUE RECEIVED, WE promise to pay to the order of

J. PAUL CAIN the principal sum of

TWENTY THOUSAND ($20,000) DOLLARS,

in legal tender of the United States, with interest thereon from date at the rate of ten (10 %) per centum per annum, on the unpaid balance until paid, in 240 Z installments, as follows: Monthly installments, including principal and interest, of One Hundred Ninety-three and 01/100 Dollars ($193.01) due on the 1st day of each month beginning on the 1st day of August, 19--.

Principal and interest are payable at: MACON, GEORGIA or at such other place as the holder hereof may designate in writing.

Should any installment not be paid when due, or should the maker, or makers, hereof fail to comply with any of the terms or requirements of a security deed of even date herewith, conveying title to real property located in MACON, GEORGIA Z as security for this indebtedness, the entire unpaid principal sum evidenced by this note, with all accrued interest, shall, at the option of the holder, and without notice to the undersigned, become due and may be collected forthwith, time being of the essence of this contract. It is further agreed that failure of the holder to exercise this right of accelerating the maturity of the debt, or indulgence granted from time to time, shall in no event be considered as a waiver of such right of acceleration or estop the holder from exercising such right.

In case this note is collected by law, as through an attorney at law, all costs of collection, including fifteen per centum (15%) of the principal and interest as attorney's fees, shall be paid by the maker hereof.

And each of us, whether maker, endorser, guarantor, or surety, hereby severally waiver and renounces, for himself and family, any and all exemption rights either of us, or the family of either of us, may have under or by virtue of the Constitution or laws of Georgia, or any other State, or the United States, as against this debt or any renewal thereof; and each further waives demand, protest and notice of demand, protest and non-payment.

This contract is to be construed in all respects and enforced according to the laws of the State of Georgia.

PREPAYMENT PRIVILEGE:

_____ (Seal)
Thomas W. White

WITNESS our hands and seals

_____ (Seal)
Ann S. White

INSTRUCTOR GUIDE SHEET

Unit Title

Divorce Complaint

Description

From dictation (cassette, disc, or belts), the student will type a Divorce Complaint in the format displayed in the Employee's Manual.

Materials, Supplies, and/or Equipment

Included: Employee's Manual
Cassette tape

Needed but not Included: Typewriter
Legal Cap and carbon paper
Correction materials
Disc or belt dictation system or
Cassette tape player

Requirements (Suggested)

Proficiency Level or Prerequisite: Basic Typewriting

Approximate Time to Complete: 2 hours

Accuracy: 100% error free

Areas of Specialization

Clerical
Secretarial

IN THE SUPERIOR COURT K-2-3

FOR THE COUNTY OF BIBB

STATE OF GEORGIA

BESSIE LOU SMITH
Plaintiff

Civil Action No. 1050

VS.

DANNY ELIJAY SMITH
Defendant

COMPLAINT FOR DIVORCE

Comes now BESSIE LOU SMITH, as plaintiff, and brings this her complaint for divorce against DANNY ELIJAY SMITH, as defendant, and shows the court:

1. The defendant is a resident of Bibb County, Georgia, and is subject to the jurisdiction of this court.

2. Plaintiff is a resident of the State of Georgia and has been for more than six months immediately preceding the filing of this complaint.

3. Plaintiff and defendant were married April 19, 1974.

4. Plaintiff and defendant separated April 29, 1979, and have lived in a bona fide state of separation since that time.

5. As grounds for divorce, plaintiff says the marriage between the parties is irretrievably broken. Plaintiff requests that she be granted a divorce as provided by Ga. Code Ann. S30-102(13).

6. There are two children of this marriage, and for this reason the plaintiff requests that her name remains as BESSIE LOU SMITH.

7. Plaintiff and defendant have entered into an agreement providing for the support and maintenance of the wife and children,

division of their property, and settlement of their community property rights. Said agreement is hereto attached and by reference thereto is made a part hereof.

8. Plaintiff requests that the court consider said agreement and make it a part of the judgment of the court in these divorce proceedings.

9. Plaintiff and defendant have also signed a waiver, acknowledgment, and agreement to have a deposition taken, which is hereto attached and by reference thereto is made a part hereof.

WHEREFORE, plaintiff demands that she be granted a divorce from the defendant, that her name remains the same as stated above, BESSIE LOU SMITH, and that the agreement reached between the parties and made a part of the record in this case be made the judgment of the court as to all issues in said case.

MAE CONN AND ASSOCIATES
Attorneys for Plaintiff

By:_____
MAE CONN

MAE CONN & ASSOCIATES
3300 Macon Tech Drive
Macon, GA 31206

Personally appeared before the undersigned officer authorized by law to administer oaths, the deponent herein, who, on oath, deposes and says that the facts contained in the foregoing document are true and correct.

_____
BESSIE LOU SMITH

Sworn and subscribed before me, this _____day of _____19_____.

_____
Notary Public

My commission expires:_____

INSTRUCTOR GUIDE SHEET

Unit Title

Rough Letter

Description

Given a rough draft of a letter, the student will type it using the correct format.

Materials, Supplies, and/or Equipment

Included: Rough draft of letter
Employee's Manual
Letterhead

Needed but not Included: Typewriter
Carbon paper
Correction materials

Requirements (Suggested)

Proficiency Level or Prerequisite: Basic Typewriting

Approximate Time to Complete: 2 hours

Accuracy: 100% error free

Areas of Specialization

Clerical
Secretarial

K-2-4

MAE CONN & ASSOCIATES

Attorneys at Law 3300 Macon Tech Dr.
Macon, Ga. 31206 Telephone 781-0551

July 24, 19--

Medical Center of Central Georgia
Medical Records
P. O. Box 6000
Macon, GA 31208

Attention Mrs. Kierman

Ladies and Gentlemen:

RE: Authorization for Medical Records

Sally Seymore was at the Emergency Room as a result of injuries she sustained in an automobile accident on April 10, 19--.

I would appreciate it if you would send me copies of all the Emergency Room records connected with the diagnosis, treatment, and prognosis of Sally Seymore.

Enclosed is the necessary authorization for the release of this medical information.

We thank you for your assistance in this matter.

Very truly yours,

Mae Conn
Attorney at Law

MC

xx

Enclosure

cc Sally Seymore

INSTRUCTOR GUIDE SHEET

Unit Title

Warranty Deed

Description

Given instructions and a coded Warranty Deed, the student will type the information on a blank Warranty Deed.

Materials, Supplies, and/or Equipment

Included: Rough draft of coded Warranty Deed
Blank Warranty Deed

Needed but not Included: Typewriter
Correction materials

Requirements (Suggested)

Proficiency Level or Prerequisite: Basic Typewriting

Approximate Time to Complete: 20 minutes

Accuracy: 100% error free

Areas of Specialization

Clerical
Secretarial

WARRANTY DEED

STATE OF GEORGIA, County of Bibb

This INDENTURE, Made this 10th day of July in the Year of Our Lord One Thousand Nine Hundred and (Current) between

J. PAUL CAIN

of the State of Georgia and County of Bibb of the first part,

and THOMAS W. WHITE AND ANN S. WHITE

of the State of Georgia and County of Bibb of the second part,

WITNESSETH: That the said party of the first part, for and in consideration of the sum of One Thousand ($1,000)----------Z--------Dollars, in hand paid, at and before the sealing and delivery of these presents, the receipt of which is hereby acknowledged, has granted, bargained, sold and conveyed, and by these presents does grant, bargain, sell and convey unto the said parties of the second part, their heirs and assigns, all that tract or parcel of land lying and being in Land Lot #105 of the 19th District of Bibb County, Georgia, Shurlington Subdivision, City of Macon, and being known as Lot 324, Block 16, as shown my a map recorded in Plat Book 29, Folio 114, Clerk's Office, Bibb Superior Court. There is on said property a house known under the present numbering as 6040 Hill Road.

TO HAVE AND TO HOLD the said tract or parcel of land, with all and singular the rights, members and appurtenances thereof, to the same being, belonging, or in anywise appertaining to the only proper use, benefit and behoof of the said parties of the second part, their heirs and assigns, forever, in Fee Simple.

AND THAT THE SAID party of the first part, for his heirs, executors, and administrators, will warrant and forever defend the right and title to the above described property, unto the said parties of the second part, their heirs and assigns, against the claims of all persons whomsoever.

IN WITNESS WHEREOF, the said party of the first part has hereunto set _____ hand and seal, the day and year above written.

Signed, sealed and delivered in presence of:

_____ _____ (Seal)

_____ _____ (Seal)

_____ _____ (Seal)

Notary Public

INSTRUCTOR GUIDE SHEET

Unit Title

Handling New Clients

Description

Using the information given, the student will demonstrate the correct procedures for handling new clients.

Materials, Supplies, and/or Equipment

Included: Employee's Manual
Client Worksheet form

Needed but not Included: Typewriter
Correction materials

Requirements (Suggested)

Proficiency Level or Prerequisite: Basic Typewriting

Approximate Time to Complete: 2 hours

Accuracy: 100% error free

Areas of Specialization

Clerical
Secretarial

CLIENT WORK SHEET

CASE: 25557

CONFERENCE DATE: June 5, 19-- SOURCE:

GENERAL

Injured's Name: Dorothy B. Rate

DOB: January 18, 1952 SS# 285-95-0742

Spouse/Parent Johnny C. Rate

DOB: May 2, 1950 SS# 274-06-9431

Mailing Address: 5454 Bass Road, Macon, GA 31204

Home Phone: 781-0596 Business Phone: 477-8015

Defendant's Name and Address: Marvin F. Harvey

5112 Jeffersonville Road, Macon, GA 31206

Other Defendants:

Date of Accident: July 3, 19-- Location: intersection of Napier Avenue and Pio Nono Avenue

Date of Limitation: July 31, 19-- Report of GSP/PD: July 3, 19--

Witnesses: Bill B. Harris Phone: 742-3152

Carol R. Swint Phone: 746-1091

Other Occupants of Vehicle: None

Remarks:

VEHICLES

Plaintiff:

Operator of Car Dorothy B. Rate Model/Make 1979 Chevrolet Camaro
Owner of Car Dorothy B. Rate
Location int. Napier & Pio Nono Aves. Photos (Yes/No) Yes
P/D Claim (Yes/No) No Other

Defendant:

Operator of Car Marvin F. Harvey Model/Make 1969 Volkswagon
Owner of Car Marvin F. Harvey
Location Same as on preceding page Photos (Yes/No) Yes

Other Vehicles

INSURANCE

Client's Company: AllState
On Notice (Yes/No) Yes Coverage: Liab. x UM x MP Col. x
Adjuster: Mr. J. C. Morgan Phone: 742-1291
Other Insurance/Other Adjuster:

Defendant's Company: Heinz Insurance Agency
On Notice (Yes/No) Yes Coverage: Liab. x UM x MP Col.
Adjuster: Mr. J. M. Nelson Phone: 788-1010
Limits:

Insurance Remarks:

MEDICAL

Hospital	Address	Treatment Dates
Medical Center of Central Georgia		7/3 to 7/6

Doctor (Specialty)	Address	Treatment Dates
Dr. B. N. Moore		7/3 to 7/15

Nature of Injuries: Broken Leg

Prior Hospitalization, Injuries, or Related Medical History:

EMPLOYMENT

Employer: B & W Manufacturing Company

Supervisor: Mr. Charles Snider

Job: Administrative Assistant Earnings: $7,861 per year

Dates of Absence: 7/3 to 7/15

STATEMENTS

At Scene:

To Adjuster:

Other:

Traffic Charges:

Against Whom: For What:

Disposition: SRL3 Filed (Yes/No)

REMARKS/NOTES/EXPLANATIONS

KEY TO STUDENT PACKET 3

INSTRUCTOR GUIDE SHEET

Unit Title

Garnishment

Description

The student will type a Garnishment form using the handwritten copy as a guide.

Materials, Supplies, and/or Equipment

Included: Handwritten Garnishment form
Blank Garnishment form
Employee's Manual

Needed but not Included: Typewriter
Correction materials

Requirements (Suggested)

Proficiency Level or Prerequisite: Basic Typewriting

Approximate Time to Complete: 1 hour

Accuracy: 100% error free

Areas of Specialization

Clerical
Secretarial

STATE OF Georgia, Bibb County

Civil Court of Bibb County

Personally appeared Henry C. Jones who on oath says that he is the Plaintiff, his Attorney At Law, or his Agent for Mae Conn & Associates Plaintiff herein, and according to Affiant's personal knowledge of the facts Helen M. Swann defendant is justly indebted to said plaintiff in the sum of $ 200.00 Dollars principal, $ 20.00 Interest, $ 25.00 Attorney's Fees and $ 8.50 cost and that said plaintiff has judgment obtained in suit No. 51903 of the First Term, 19 -- of the Civil Court of Bibb County and that Plaintiff has reason to apprehend the loss of said sum or part thereof unless process of garnishment issue in said case.

Sworn to and Subscribed Before me,

This 25th day of July, 19 --

Attorney for Plaintiff

Deputy Clerk, Civil Court of ____County

APPROVED:
Judge, Clerk, Civil Court of ____County

Copy of Summons to be Served by:

____Sheriff
____Other Method

GARNISHMENT - Affidavit

INSTRUCTOR GUIDE SHEET

Unit Title

Letter of Lis Pendens

Description

The student will type a Lis Pendens from rough draft copy in good legal form as displayed in the Employee's Manual.

Materials, Supplies, and/or Equipment

Included: Rough draft of Lis Pendens
Employee's Manual

Needed but not Included: Typewriter
Correction materials
Legal paper

Requirements (Suggested)

Proficiency Level or Prerequisite: Intermediate Typewriting

Approximate Time to Complete: 1 hour, 30 minutes

Accuracy: 100% error free

Areas of Specialization

Clerical
Secretarial

IN THE SUPERIOR COURT

FOR THE COUNTY OF BIBB

STATE OF GEORGIA

ALICE J. MACCALLUM
Plaintiff

Civil Action No. _____

VS.

ALEX J. MACCALLUM
Defendant

NOTICE OF LIS PENDENS

TAKE NOTICE that on the 25th day of July, 19--, ALICE J. MACCALLUM, as plaintiff, filed a complaint against ALEX J. MACCALLUM, as defendant, seeking relief against the following described property, to wit:

> All that tract or parcel of land lying and being in the East Macon District of Bibb County, Georgia and known as Lot 15 of the subdivision known as College Park, according to a map and plat of survey recorded in the Clerk's Office, Bibb Superior Court and re-recorded in Plat Book 37, Folio 23 said Clerk's Office, to which reference is hereby made for a more complete description.

Said action was brought in the Superior Court of Bibb County, Georgia; and this notice is filed in the office of the Clerk of the Superior Court of Bibb County, Georgia, wherein said real property lies; and the relief sought in said action is to subject said property to a judgment for alimony ans support for plaintiff and the minor children of the parties. This notice is given in order that said pending action may operate as a lis pnedens as to the above described real property, all in accordance

with the laws of the State of Georgia.

This is the 25th day of July, 19--.

MAE CONN & ASSOCIATES
Attorneys for Plaintiff

By:_____

MAE CONN & ASSOCIATES
3300 Macon Tech Drive
Macon, GA 31206

INSTRUCTOR GUIDE SHEET

Unit Title

Office-Style Dictation

Description

The student will take office-style dictation from the tape and transcribe it into mailable copy with 95% accuracy.

Materials, Supplies, and/or Equipment

Included:
- Employee's Manual
- Cassette tape
- Letterhead

Needed but not Included:
- Typewriter
- Carbon paper
- Cassette recorder
- Correction materials
- Pen
- Steno pad

Requirements (Suggested)

Proficiency Level or Prerequisites: Intermediate Typewriting
Advanced Shorthand

Approximate Time to Complete: 1 hour, 30 minutes

Accuracy: 95% error free

Area of Specialization

Secretarial

MAE CONN & ASSOCIATES

Attorneys at Law 3300 Macon Tech Dr.
Macon, Ga. 31206 Telephone 781-0551

(Current Date)

Miss Rose L. MacAdams
1900 South Maple Street
Payne City, GA 61920

Dear Miss MacAdams:

Thank you for your application for a job with our law firm as a legal secretary. Both my partners and I are very much impressed with your qualifications, and we should appreciate your coming in for an interview as soon as possible. May I suggest Friday, June 16, at three o'clock in my office? If this time is not satisfactory, let me know and we can arrange another time.

By the way, I have had the pleasure of meeting your uncle, Mr. Parker, several years ago. He has a wonderful reputation as a trial lawyer, and I only hope that I do not find myself on the other side of one of his cases.

Sincerely yours,

Mae Conn
Attorney at Law

MC/xx

cc Mr. Phillip Swartz, III
Miss Mary Griffis

MAE CONN & ASSOCIATES

Attorneys at Law 3300 Macon Tech Dr.
Macon, Ga. 31206 Telephone 781-0551

(Current Date)

Miss Tracey San Benito
2600 Lakeside Avenue
Milledgeville, GA 94132

Dear Miss San Benito:

Thank you for the figures you sent me. I now have all the information I need to make out your final income tax report.

Let me take this opportunity to tell you that it has been a genuine pleasure for us to serve you during the past year. Your fine cooperation in supplying us with accurate figures and information has made it a very simple matter for us to take care of your account.

Needless to say, we hope to have the pleasure of serving you during the coming year and many years thereafter.

Cordially yours,

Mae Conn
Attorney at Law

MC/xx

MAE CONN & ASSOCIATES

Attorneys at Law 3300 Macon Tech Dr.
Macon, Ga. 31206 Telephone 781-0551

(Current Date)

Dr. Harry L. Wilson
1272 Medical Arts Building
South Cherry Street
Macon, GA 31208

Dear Dr. Wilson:

RE: John Smith and Jane Smith vs. Peter Jones

John Smith and his wife are in my office as I dictate this letter. I believe that they have informed you that we are handling their damage suit against Peter Jones.

I have made a vigorous effort to settle this case out of court, but I have received no cooperation from the adjuster for the insurance company. I feel that it is now my duty to file a suit.

Please send me a resume, in nontechnical language, of the injuries sustained by both Mr. and Mrs. Smith so that I may properly cover the subject in the preparation of the complaint.

It is further requested that you send your entire bill as well as an estimate of the amount you may need to charge in the future to conclude treatment.

Yours very truly,

Mae Conn
Attorney at Law

MC/xx

cc Mr. and Mrs. John Smith

MAE CONN & ASSOCIATES

Attorneys at Law 3300 Macon Tech Dr.
Macon, Ga. 31206 Telephone 781-0551

(Current Date)

Mr. R. L. Myers, Jr.
4732 Riverview
Milledgeville, GA 61832

Dear Mr. Myers:

On March 20, 1979, George D. Neilson suffered serious personal injuries and property damage of a permanent nature solely as the result of the negligent operation of a motor vehicle by your insured, Mr. Frank W. Holt, of Centerville, Georgia. Mr. Neilson was a passenger in Mr. Holt's car at the time of the accident.

It is my understanding that you are the Nationwide Insurance representative in charge of the file relating to this claim against Mr. Holt. Therefore, you are the proper person to discuss the possible settlement of this claim.

I have suggested an immediate suit, but Mr. Neilson recommended that you be given an opportunity to discuss the matter first.

Very truly yours,

Mae Conn
Attorney at Law

MC/xx

cc Mr. George D. Neilson
Mr. Frank W. Holt

MAE CONN & ASSOCIATES

Attorneys at Law 3300 Macon Tech Dr.
Macon, Ga. 31206 Telephone 781-0551

(Current Date)

Mr. Louis C. Fletcher, Publisher
Direction Magazine
29 Chandler Drive
Warner Robins, GA 31093

Dear Mr. Fletcher:

We are attorneys for Shaw and Williams Associates and the officers of that company.

Our attention has been called to an article entitled "Businessman's Ethics," which appears in the February issue of Direction. In our opinion, the article libels Shaw and Williams Associates.

Recognizing the integrity and responsibility of Direction, our clients and we are surprised that you would publish so important an article, involving such complicated issues and mentioning Shaw and Williams so conspicuously, without at least contacting its officers to verify the facts.

This article grossly distorts what has actually transpired and reports inaccurately and unfairly the judicial and administrative proceeding relating to this important matter.

In view of these matters, we hereby request that a retraction of the libelous and defamatory statements in the article be published immediately.

Sincerely yours,

Mae Conn
Attorney at Law

MC/xx

cc Shaw-Williams Associates

INSTRUCTOR GUIDE SHEET

Unit Title

Original Complaint and Rough Letter

Description

The student will type a letter from rough draft and an Original Complaint.

Materials, Supplies, and/or Equipment

Included: Employee's Manual
Letterhead

Needed but not Included: Typewriter
Correction materials
Legal stationery
Carbon paper

Requirements (Suggested)

Proficiency Level or Prerequisite: Basic Typewriting

Approximate Time to Complete: 3 hours

Accuracy: 100% error free

Areas of Specialization

Clerical
Secretarial

K-3-4

MAE CONN & ASSOCIATES

Attorneys at Law 3300 Macon Tech Dr.
Macon, Ga. 31206 Telephone 781-0551

July 25, 19--

Mrs. Marlene Jones, Clerk
State Court of Bibb County
Bibb County Courthouse
Macon, GA 31201

Dear Mrs. Jones:

RE: Sally Jane Seymore

Enclosed is the original and one copy of the above stated lawsuit which we would appreciate your filing in your office and turning over to the Sheriff for service.

Please bill us for the filing of the complaint.

Very truly yours,

Mae Conn
Attorney at Law

MC

xx

Enclosures

IN THE STATE COURT

FOR THE COUNTY OF BIBB

STATE OF GEORGIA

SALLY JANE SEYMORE
Plaintiff

Civil Action No. _____

VS.

CECIL C. SAMS
Defendant

C O M P L A I N T

Comes now, SALLY JANE SEYMORE, hereinafter referred to as plaintiff, and brings this complaint against CECIL C. SAMS, hereinafter referred to as defendant, and respectfully shows to the court as follows:

1.

That defendant is a resident of Macon, Bibb County, Georgia, and subject to the jurisdiction of this court.

2.

That on the 10th day of April, 19--, at the intersection of Riverside Drive and Ingleside Avenue in Macon, Georgia, the defendant negligently drove his automobile into and against the side of the automobile in which plaintiff was riding, causing plaintiff damages and injuries as stated hereinafter.

3.

That at the time of said collision, the defendant was operating his vehicle under the influence of intoxicants and disregarded a traffic signal by running the red light facing him, which indicated that he should have stopped in accordance with the

said traffic signal, all of which constitutes negligence per se on the part of the defendant in operating his vehicle at the time of said collision.

4.

Plaintiff further shows that as a result of the negligence of the defendant, the said plaintiff sustained serious injuries from which she did suffer, does now suffer and will continue to suffer in the future. Among other things, the injuries sustained by the plaintiff consisted of fractured bones in the left lower extremity and damage to the surrounding tissue ligaments, muscles and other intricate anatomical parts of the damaged extremity.

WHEREFORE, plaintiff demands that process and summons issue in terms of law that she have judgment against the defendant in the sum of $25,000.00, cost of these proceedings and such other and further relief as is just.

MS. MAE CONN
Attorney for Plaintiff

By:_____

MAE CONN & ASSOCIATES
Attorneys at Law
3300 Macon Tech Drive
Macon, GA 31206

PLEASE SERVE THE DEFENDANT AT:

INSTRUCTOR GUIDE SHEET

Unit Title

Power of Attorney

Description

From a handwritten memo and rough draft copy, the student will type four (4) Powers of Attorney on a Magnetic Card or Memory typewriter.

Materials, Supplies, and/or Equipment

Included: Handwritten memo
Rough draft copy
Employee's Manual

Needed but not Included: Magnetic Card or Memory typewriter
Legal stationery
Legal-size carbon paper
Second sheets
Correction materials

Requirements (Suggested)

Proficiency Level or Prerequisite: Basic Typewriting

Approximate Time to Complete: 2 hours, 30 minutes (maximum)

Accuracy: 100% error free

Areas of Specialization

Clerical
Secretarial

STATE OF GEORGIA

COUNTY OF (leave blank space for name)

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That I, (leave blank space for name), of the County of (leave blank space for name), City of (leave blank space for name), State of Georgia, have made, constituted and appointed, and by these presents do make, constitute and appoint (leave blank space for name), of said State, City and County, my true and lawful attorney for me in my name, place and stead, and for my use and benefit to make, do and transact all and every kind of business of whatsoever nature and kind, and to contract and to bind me as completely as if I might myself to do all and every kind of business of whatsoever nature.

This power of attorney is intended to be complete and to grant unto the said (leave blank space for name), full power and authority to do and perform all and every act and thing that I might do or could do if personally present. Said power of attorney is to act and serve with bond.

WITNESS MY HAND, THIS _____day of _____, 19--.

_____

Signed, sealed and delivered
in the presence of :

_____
Notary Public

KEY TO STUDENT PACKET 4

INSTRUCTOR GUIDE SHEET

Unit Title

Mailing

Description

The student will be responsible for handling the incoming and outgoing mail for the legal firm.

Materials, Supplies, and/or Equipment

Included: Instruction sheet for handling mail
Checks and receipts

Needed but not Included: Typewriter
Carbon paper
Typing paper
Envelopes
Magnetic Card typewriter (optional)

Requirements (Suggested)

Proficiency Level or Prerequisite: Basic Typewriting

Approximate Time to Complete: 3 hours

Accuracy: 100% error free

Areas of Specialization

Clerical
Secretarial

RECEIPT BOOK

May 25 19-- No. 15701

RECEIVED OF Midas Mortgage Co. $345.00

Three hundred forty five 00/100 DOLLARS

For Legal services

Previous Balance $_____

Amount Paid $_____

Balance Due $_____ By Student's Name

May 25 19-- No. 15702

RECEIVED OF Dr. V. T. Searles $165.00

One hundred sixty five 00/100 DOLLARS

For Legal services

Previous Balance $_____

Amount Paid $_____

Balance Due $_____ By Student's Name

May 25 19-- No. 15703

RECEIVED OF Sibley Paint Shop $236.00

Two hundred thirty six 00/100 DOLLARS

For Legal services

Previous Balance $

Amount Paid $

Balance Due $ By Student's Name

May 25 19-- No. 15704

RECEIVED OF Mr. Won Suan $45.00

Forty five 00/100 DOLLARS

For Legal services

Previous Balance $

Amount Paid $

Balance Due $ By Student's Name

May 25 19-- No. 15705

RECEIVED OF Nichols Construction Co. $56.00

Fifty six 00/100 DOLLARS

For Legal services

Previous Balance $

Amount Paid $

Balance Due $ By Student's Name

May 25 19-- No. 15706

RECEIVED OF Mr. George D. Neilson $58.00

Fifty eight 00/100 DOLLARS

For Legal services

Previous Balance $

Amount Paid $

Balance Due $ By Student's Name

May 30 19-- No. 15707

RECEIVED OF Mrs. Doris Jacobs $36.00

Thirty six 00/100 DOLLARS

For Legal services (fees)

Previous Balance $

Amount Paid $

Balance Due $ By Student's Name

May 30 19-- No. 15708

RECEIVED OF Mr. R. J. Ridley $78.48

Seventy eight 48/100 DOLLARS

For Legal services (fees)

Previous Balance $

Amount Paid $

Balance Due $ By Student's Name

May 30 19-- No. 15709

RECEIVED OF Mr. Howard Jones $48.57

Forty eight 57/100 DOLLARS

For Legal services

Previous Balance $

Amount Paid $

Balance Due $ By Student's Name

May 30 19-- No. 15710

RECEIVED OF Mr. D. Moye $128.00

One hundred twenty eight 00/100 DOLLARS

For Legal services (retainer fee)

Previous Balance $

Amount Paid $

Balance Due $ By Student's Name

CHECK REGISTER

NO. 201

Balance Brought Forward 4,300 80

May 24 19--

Pay To Wilson Office Supply

For Supplies

Deposit

Deposit

Balance	4,300	80
Amount This Check	90	00
Balance	4,410	80

Harland-28

Mae Conn & Associates
3300 Macon Tech Drive
Macon, GA 31206

NO. 201

May 24 19--

PAY TO THE ORDER OF Wilson Office Supply $ 90 00

Ninety 00/100 DOLLARS

SOUTHERN BANK
Main Branch
Macon, GA 31208

FOR Supplies

Mae Conn & Associates

NON-NEGOTIABLE

':0210'''0105':521'''3232''

K-4-1

NO. 201

May 24 19--

Pay To Southern Bell

For Telephone bill

Deposit

Deposit

	Balance Brought Forward	
	4,410	80
Balance	4,410	80
Amount This Check	55	00
Balance	4,355	80

Harland-28

Mae Conn & Associates
3300 Macon Tech Drive
Macon, GA 31206

NO. 202

May 24 19--

PAY TO THE ORDER OF Southern Bell $55.00

Fifty five 00/100 DOLLARS

SOUTHERN BANK
Main Branch
Macon, GA 31208

FOR Telephone bill Mae Conn & Associates

NON-NEGOTIABLE

':0210''0105':521'''3232''

K-4-1

NO. 203

	Balance Brought Forward	
	4,355	80
May 24 19--		
Pay To Northern Advertising		
For Magazine & Misc.		
Deposit		
Deposit		
Balance	4,355	80
Amount This Check	210	00
Balance	4,145	80

— Harland-28 —

Mae Conn & Associates
3300 Macon Tech Drive
Macon, GA 31206

NO. 203

May 24 19--

PAY TO THE ORDER OF Northern Advertising Agency $ 210 00

Two hundred ten 00/100 DOLLARS

SOUTHERN BANK
Main Branch
Macon, GA 31208

FOR Magazine & Misc. Mae Conn & Associate

':0210''0105':521''3232' NON-NEGOTIABLE

NO. 204

May 24 19--

Pay To Georgia Power

For Electric Bill

Deposit

Deposit

	Balance Brought Forward	
	4,145	80
Balance	4,145	80
Amount This Check	70	10
Balance	4,075	70

Harland-18

Mae Conn & Associates
3300 Macon Tech Drive
Macon, GA 31206

NO. 204

May 24 19--

PAY TO THE ORDER OF Georgia Power $70.10

Seventy 10/100 DOLLARS

SOUTHERN BANK
Main Branch
Macon, GA 31208

FOR Electric Bill

Mae Conn & Associates

':0210'''0105':521'''3232''

NON-NEGOTIABLE

K-4-1

EMPLOYER'S MANUAL

NO. 205

May 24 19--

Pay To Trucks-for-Hire, Inc.

For Delivery expense

Deposit

Deposit

	Balance Brought Forward	
	4,075	70
Balance	4,075	70
Amount This Check	58	00
Balance	4,017	70

Harland-28

Mae Conn & Associates
3300 Macon Tech Drive
Macon, GA 31206

NO. 205

May 24 19--

PAY TO THE ORDER OF Trucks-for-Hire, Inc. $ 58.00

Fifty eight 00/100 DOLLARS

SOUTHERN BANK
Main Branch
Macon, GA 31208

FOR Delivery expense Mae Conn & Associates

NON-NEGOTIABLE

':0210'''0105':521'''3232''

K-4-1

NO. 206

May 24 19--

Pay To Uptown Sisters

For Office curtains

Deposit

Deposit

	Balance Brought Forward	
	4,017	70
Balance	4,017	70
Amount This Check	158	00
Balance	3,859	70

Harland-28

Mae Conn & Associates
3300 Macon Tech Drive
Macon, GA 31206

NO. 206

May 24 19--

PAY TO THE ORDER OF Uptown Sisters $ 158.00

One hundred fifty eight 00/100 — DOLLARS

SOUTHERN BANK
Main Branch
Macon, GA 31208

FOR Office curtains Mae Conn & Associates

NON-NEGOTIABLE

':0210'''0105':521'''3232''

NO. 207

May 24 19--

Pay To Mrs. M. League

For Reimbursement

Deposit

Deposit

	Balance Brought Forward	
	3,859	70
Balance	3,859	70
Amount This Check	25	00
Balance	3,834	70

Herland-28

Mae Conn & Associates
3300 Macon Tech Drive
Macon, GA 31206

NO. 207

May 24 19--

PAY TO THE ORDER OF Mrs. Mack (Sara) League $25.00

Twenty five 00/100 DOLLARS

SOUTHERN BANK
Main Branch
Macon, GA 31208

FOR Reimbursement Mae Conn & Associates

':0210'''0105':521'''3232'' NON-NEGOTIABLE

EMPLOYER'S MANUAL

NO. 208	Balance Brought Forward	
	3,834	70
May 24 19--		
Pay To Bibb Water Works		
For Water bill		
Deposit		
Deposit		
Balance	3,834	70
Amount This Check	34	00
Balance	3,800	70

Harland-28

Mae Conn & Associates
3300 Macon Tech Drive
Macon, GA 31206

NO. 208

May 24 19--

PAY TO THE ORDER OF Bibb Water Works $34.00

Thirty four 00/100 DOLLARS

SOUTHERN BANK
Main Branch
Macon, GA 31208

FOR Water bill

Mae Conn & Associates

NON-NEGOTIABLE

':0210'''0105':521'''3232''

K-4-1

EMPLOYER'S MANUAL

NO. 209

	Balance Brought Forward	
	3,800	70
May 24 19--		
Pay To Ga. Farm Bureau		
For Building Ins.		
Deposit		
Deposit		
Balance	3,800	70
Amount This Check	450	00
Balance	3,350	70

Harland-28

Mae Conn & Associates
3300 Macon Tech Drive
Macon, GA 31206

NO. 209

May 24 19--

PAY TO THE ORDER OF Georgia Farm Bureau $450.00

Four hundred fifty 00/100 DOLLARS

SOUTHERN BANK
Main Branch
Macon, GA 31208

FOR Building Ins. Mae Conn & Associates

':0210'''0105':521'''3232'' NON-NEGOTIABLE

K-4-1

NO. 210

May 24 19--

Pay To Wall St. Journal

For Yearly subscription

Deposit

Deposit

	Balance Brought Forward	
	3,350	70
Balance	3,350	70
Amount This Check	15	00
Balance	3,335	70

Harland-28

Mae Conn & Associates
3300 Macon Tech Drive
Macon, GA 31206

NO. 210

May 24 19--

PAY TO THE ORDER OF Wall Street Journal $15.00

Fifteen 00/100 DOLLARS

SOUTHERN BANK
Main Branch
Macon, GA 31208

FOR Yearly Subscription Mae Conn & Associates

':0210''':0105':521''3232'' NON-NEGOTIABLE

K-4-1

EMPLOYER'S MANUAL

NO. 211

	Balance Brought Forward	
	3,335	70
May 24 19--		
Pay To Yaughn Const. Co.		
For Office remodeling		
Deposit		
Deposit		
Balance	3,335	70
Amount This Check	478	00
Balance	2,857	00

Harland-28

Mae Conn & Associates
3300 Macon Tech Drive
Macon, GA 31206

NO. 211

May 24 19--

PAY TO THE ORDER OF J. F. Yaughn Construction Co. $ 478.00

Four hundred seventy eight 00/100 DOLLARS

SOUTHERN BANK
Main Branch
Macon, GA 31208

FOR Office remodeling Mae Conn & Associates

':0210''0105':521''1232'' NON-NEGOTIABLE

K-4-1

NO. 212

	Balance Brought Forward	
	2,857	00
May 24 19--		
Pay To Interior Carpet		
For Carpet		
Deposit		
Deposit		
Balance	2,857	00
Amount This Check	302	00
Balance	2,555	80

Harland-28

NO. 212

May 24 19--

PAY TO THE ORDER OF Interior Carpets $ 302 00

Three Hundred two 00/100 DOLLARS

FOR Carpet

Mac Conn & Associates

NON-NEGOTIABLE

NO. 213

	Balance Brought Forward	
	2,555	00
May 24 19--		
Pay To S & S Cleaning		
For Cleaning fees		
Deposit		
Deposit		
Balance	2,555	00
Amount This Check	25	00
Balance	2,530	00

Harland-28

NO. 213

May 24 19--

PAY TO THE ORDER OF S & S Cleaning Service $ 25.00

Twenty five 00/100 DOLLARS

FOR Cleaning fees

Mac Cann & Associates

NON-NEGOTIABLE

365 Area Lane Drive
Macon, GA 31208
June 27, 19--

Mae Conn & Associates
Attorneys at Law
3300 Macon Tech Drive
Macon, GA 31206

Dear Mrs. Conn:

My mother has just been fired from a job which she has held for the last 23 years. During the time of her employment she has been paying Social Security. She is 62 years old and has several physical problems that, I feel, should entitle her to draw either Social Security or Disability.

Her employer (ex-employer) says that she is not entitled to any type of compensation. Since I feel that she is being treated unfairly, I told my mother that I would get in touch with a lawyer and get some legal advice.

If you feel that you could help my mother to obtain some type of legal aid, please contact me at the address given above. I can be reached by phone at (912) 785-4767.

Sincerely yours,

Jo Ann Staples

(Mrs.) Jo Ann Staples

Mrs. Jo Ann Staples
365 Area Lane Drive
Macon, GA 31208

Mae Conn & Associates
Attorneys at Law
3300 Macon Tech Drive
Macon, GA 31206

345 Forest Lane
Macon, GA 31416
June 28, 19--

Mae Conn & Associates
Attorneys at Law
3300 Macon Tech Drive
Macon, GA 31206

Dear Mrs. Conn:

I have been attending a vocational-technical school for the past 18 months and will be graduating in a few months. I have a problem you may be able to help me with. I am under probation for five years because of my driving record, and my license has been revoked. I have been classified as a habitual offender because of driving under the influence and speeding. The current law as I understand it is a five-year probation period.

Recently, I learned through my local representative that the law has amended the period from five years to two years. He stated that he thought that the law was vetoed by the Governor. He advised me to contact a lawyer to have my case reopened so that I could plead No-Low-Contender on one of my cases. This would put me in another penalty bracket, and I would probably be able to get my license back.

I would appreciate your looking into this matter and advising me what my legal recourse to the reinstatement of my driver's license might be. Please phone me at (912) 678-0456 (collect) if you can be of any assistance.

Sincerely yours,

Johnny P. Harden

Johnny P. Harden

Mr. Johnny P. Harden
345 Forest Lane
Macon, GA 31416

Mae Conn & Associates
Attorneys at Law
3300 Macon Tech Drive
Macon, GA 31206

460 Riverview Drive
Macon, GA 31208
June 27, 19--

Mae Conn & Associates
Attorneys at Law
3300 Macon Tech Drive
Macon, GA 31206

Dear Ms. Conn:

One of my very close friends has recommended your law office to help me draw up a last will and testament for my husband and myself.

Since our vacation starts next week, we would like to set up an appointment with you to draw up a joint will. Please let me know if you can meet with us anytime next week.

You can contact me at home by phone (912) 987-3879 or by mail. My address is Mrs. Ralph J. Spalding, 460 Riverview Drive, Macon, GA 31208, the same as it is above.

Sincerely yours,

Ralph J. Spalding

(Mrs.) Ralph J. Spalding

Mrs. Ralph J. Spalding
460 Riverview Drive
Macon, GA 31208

Mae Conn & Associates
Attorneys at Law
3300 Macon Tech Drive
Macon, GA 31206

NEON SIGNS
3467 Mountainview Road
Atlanta, GA 31578

June 27, 19--

Mae Conn & Associates
Attorneys at Law
3300 Macon Tech Drive
Macon, GA 31206

Dear Mrs. Conn:

RE: Purchase of Neon Sign

We would be delighted to visit your office to help you decide on the best type of sign to use to help attract attention to your company.

You will be delighted with our prices. We offer signs that range from $50, up. If it is convenient, we will be in your area next Tuesday; therefore, we would like to pay you a visit somewhere around 3:00 p.m.

If this time will not be agreeable with you, please let us know. We look forward to seeing you.

Very truly yours,

Maynard P. Whipple

Maynard P. Whipple
Sales Manager

NEON SIGNS
3467 Mountainview Road
Atlanta, GA 31578

Mae Conn & Associates
Attorneys at Law
3300 Macon Tech Drive
Macon, GA 31206

K-4-1

MAE CONN & ASSOCIATES

Attorneys at Law 3300 Macon Tech Dr.
Macon, Ga. 31206 Telephone 781-0551

June 24, 19--

Mrs. Doris Jacobs
Route 3, Box 415
Macon, GA 31216

Dear Mrs. Jacobs:

Please keep the enclosed receipt for legal services rendered to you by our company, Mae Conn & Associates. Many legal fees are tax deductible; therefore, you might want to include the cost on your income tax form.

If you are in need of further legal services, feel free to notify us at any time. We enjoyed working with you and hope that you were completely satisfied with our service.

Sincerely yours,

Mae Conn
Attorney at Law

MC

xx

Enclosure

K-4-1

MAE CONN & ASSOCIATES

Attorneys at Law 3300 Macon Tech Dr.
Macon, Ga. 31206 Telephone 781-0551

June 24, 19--

Midas Mortgage Company
494 Dubuque Street
Gray, GA 52001

Ladies and Gentlemen:

Please keep the enclosed receipt for legal services rendered to you by our company, Mae Conn & Associates. Many legal fees are tax deductible; therefore, you might want to include the cost on your income tax form.

If you are in need of further legal services, feel free to notify us at any time. We enjoyed working with you and hope that you were completely satisfied with our services.

Sincerely yours,

Mae Conn
Attorney at Law

MC

xx

Enclosure

K-4-1

MAE CONN & ASSOCIATES

Attorneys at Law 3300 Macon Tech Dr.
Macon, Ga. 31206 Telephone 781-0551

June 24, 19--

Dr. V. T. Searles
3517 Linda Way
Haddock, GA 57102

Dear Dr. Searles:

Please keep the enclosed receipt for legal services rendered to you by our company, Mae Conn & Associates. Many legal fees are tax deductible; therefore, you might want to include the cost on your income tax form.

If you are in need of further legal services, feel free to notify us at any time. We enjoyed working with you and hope that you were completely satisfied with our services.

Sincerely yours,

Mae Conn
Attorney at Law

MC

xx

Enclosure

MAE CONN & ASSOCIATES

Attorneys at Law 3300 Macon Tech Dr.
Macon, Ga. 31206 Telephone 781-0551

June 24, 19--

Sibley Paint Shop
234 Bailey Road
Macon, GA 51249

Ladies and Gentlemen:

Please keep the enclosed receipt for legal services rendered to you by our company, Mae Conn & Associates. Many legal fees are tax deductible; therefore, you might want to include the cost on your income tax form.

If you are in need of further legal services, feel free to notify us at any time. We enjoyed working with you and hope that you were completely satisfied with our services.

Sincerely yours,

Mae Conn
Attorney at Law

MC

xx

Enclosure

K-4-1

MAE CONN & ASSOCIATES

Attorneys at Law 3300 Macon Tech Dr.
Macon, Ga. 31206 Telephone 781-0551

June 24, 19--

Mr. Won Suan
404 Abbey Street
Warner Robins, GA 63877

Dear Mr. Suan:

Please keep the enclosed receipt for legal services rendered to you by our company, Mae Conn & Associates. Many legal fees are tax deductible; therefore, you might want to include the cost on your income tax form.

If you are in need of further legal services, feel free to notify us at any time. We enjoyed working with you and hope that you were completely satisfied with our services.

Sincerely yours,

Mae Conn
Attorney at Law

MC

xx

Enclosure

K-4-1

MAE CONN & ASSOCIATES

Attorneys at Law 3300 Macon Tech Dr.
Macon, Ga. 31206 Telephone 781-0551

June 24, 19--

Nichols Construction Company
1740 Abbott Drive
Macon, GA 65806

Ladies and Gentlemen:

Please keep the enclosed receipt for legal services rendered to you by our company, Mae Conn & Associates. Many legal fees are tax deductible; therefore, you might want to include the cost on your income tax form.

If you are in need of further legal services, feel free to notify us at any time. We enjoyed working with you and hope that you were completely satisfied with our services.

Sincerely yours,

Mae Conn
Attorney at Law

MC

xx

Enclosure

K-4-1

MAE CONN & ASSOCIATES

Attorneys at Law 3300 Macon Tech Dr.
Macon, Ga. 31206 Telephone 781-0551

June 24, 19--

Mr. George D. Neilson
2100 Jackson Street
Gray, GA 66044

Dear Mr. Neilson:

Please keep the enclosed receipt for legal services rendered to you by our company, Mae Conn & Associates. Many legal fees are tax deductible; therefore, you might want to include the cost on your income tax form.

If you are in need of further legal services, feel free to notify us at any time. We enjoyed working with you and hope that you were completely satisfied with our services.

Sincerely yours,

Mae Conn
Attorney at Law

MC

xx

Enclosure

K-4-1

MAE CONN & ASSOCIATES

Attorneys at Law 3300 Macon Tech Dr.
Macon, Ga. 31206 Telephone 781-0551

June 24, 19--

Mr. and Mrs. Howard Jones
1417 Pio Nono Avenue
Macon, GA 31215

Dear Mr. and Mrs. Jones:

Please keep the enclosed receipt for legal services rendered to you by our company, Mae Conn & Associates. Many legal fees are tax deductible; therefore, you might want to include the cost on your income tax form.

If you are in need of further legal services, feel free to notify us at any time. We enjoyed working with you and hope that you were completely satisfied with our services.

Sincerely yours,

Mae Conn
Attorney at Law

MC

xx

Enclosure

MAE CONN & ASSOCIATES

Attorneys at Law 3300 Macon Tech Dr.
Macon, Ga. 31206 Telephone 781-0551

June 24, 19--

Mr. and Mrs. D. Moye
367 Riverview Road
Macon, GA 31217

Dear Mr. and Mrs. Moye:

Please keep the enclosed receipt for legal services rendered to you by our company, Mae Conn & Associates. Many legal fees are tax deductible; therefore, you might want to include the cost on your income tax form.

If you are in need of further legal services, feel free to notify us at any time. We enjoyed working with you and hope that you were completely satisfied with our services.

Sincerely yours,

Mae Conn
Attorney at Law

MC

xx

Enclosure

K-4-1

MAE CONN & ASSOCIATES

Attorneys at Law 3300 Macon Tech Dr.
Macon, Ga. 31206 Telephone 781-0551

June 24, 19--

Mr. R. J. Ridley
360 Forest Lake Drive
Lizella, GA 31378

Dear Mr. Ridley:

Please keep the enclosed receipt for legal services rendered to you by our company, Mae Conn & Associates. Many legal fees are tax deductible; therefore, you might want to include the cost on your income tax form.

If you are in need of further legal services, feel free to notify us at any time. We enjoyed working with you and hope that you were completely satisfied with our services.

Sincerely yours,

Mae Conn
Attorney at Law

MC

xx

Enclosure

INSTRUCTOR GUIDE SHEET

Unit Title

Petty Cash Record

Description

From information given, the student will keep a running balance of daily Petty Cash transactions and replenish fund when amount is below $50.

Materials, Supplies, and/or Equipment

Included: Petty Cash form
List of Petty Cash transactions

Needed but not Included: Ball point pen

Requirements (Suggested)

Proficiency Level or Prerequisite: Basic Bookkeeping

Approximate Time to Complete: 30 minutes

Accuracy: 100% error free

Areas of Specialization

Accounting
Clerical
Secretarial

PETTY CASH RECORD

DATE		DESCRIPTION	RECEIPTS	PAYMENTS	BALANCE
June	1	Open. Petty Cash Fund - CK. 281	200 00		200 00
	2	Collect Telegram		2 00	198 00
	4	Postage Stamps		15 00	183 00
	7	Stapling Machine		10 50	172 50
	7	Extend Charges on Letterheads		5 75	166 75
	8	Miscellaneous Supplies		6 10	160 65
	12	Collect Telegram		1 41	159 24
	13	Office Supplies		11 20	148 04
	15	Delivery Expense		35 00	113 04
	18	Collect Telegram		1 65	111 39
	21	Typists Envelopes		46 80	64 59
	22	Office Supplies		33 90	30 69
	22	CK. 352 For Replenish Fund	169 31		200 00

BEST COPY AVAILABLE

INSTRUCTOR GUIDE SHEET

Unit Title

Quit-Claim Deed

Description

Given a rough draft of a Quit-Claim Deed, the student will type accordingly.

Materials, Supplies, and/or Equipment

Included: Rough draft of Quit-Claim Deed
Blank Quit-Claim Deed form

Needed but not Included: Typewriter
Correction materials

Requirements (Suggested)

Proficiency Level or Prerequisite: Basic Typewriting

Approximate Time to Complete: 15 minutes

Accuracy: 100% error free

Areas of Specialization

Clerical
Secretarial

STATE OF GEORGIA, County of Bibb

This INDENTURE, made this 21st day of August, In the Year of Our Lord One Thousand Nine Hundred and (Current Year) between

GENERAL BUILDERS, INC.

of the State of Georgia and County of Bibb, of the first part, and IDEAL HOMES, INC.

of the State of Georgia and County of Bibb, of the second part,

WITNESSETH: That the said party of the first part, for and in consideration of the sum of One Hundred and no/100--------Z------DOLLARS, in hand paid, the receipt whereof is acknowledged, has bargained, sold, and by these presents does remise, convey and forever QUIT-CLAIM to the said party of the second part, its heirs and assigns, all that tract or parcel of land, lying and being in Land Lot #105 of the 19th District of Bibb County, Georgia, Shurlington Subdivision, City of Macon, and being known as Lot 324, Block 16, as shown by a map recorded in Plat Book 29, Folio 114, Clerk's Office, Bibb Superior Court. There is on said property a house known under the present numbering as 6040 Hill Road.

TO HAVE AND TO HOLD the said described premises to the said party of the second part, as that neither said party of the first part nor its heirs, nor any other person or person claiming under _____ shall at any time, by any means or ways, have, claim or demand any right or title to the aforesaid described premises or appurtenances, or any riths thereof.

IN WITNESS WHEREOF, The said party of the first part has hereunto set its hand and seal, the day and year above written.

Signed, sealed and delivered in presence of

_____ _____ (Seal)
Jewel Banner, Secretary

_____ _____ (Seal)
General Builders, Inc.

_____ _____ (Seal)
Notary Public, Bibb County, Georgia

QUIT-CLAIM DEED

INSTRUCTOR GUIDE SHEET

Unit Title

Making Bank Deposit

Description

From checks given, student will fill out bank deposit slip and make bank deposit.

Materials, Supplies, and/or Equipment

Included: Deposit slips
Incoming checks

Needed but not Included: Ball point pen

Requirements (Suggested)

Proficiency Level or Prerequisite: Basic Bookkeeping

Approximate Time to Complete: 30 minutes

Accuracy: 100% error free

Areas of Specialization

Accounting
Clerical
Secretarial

THE PROGRESSIVE BANK

96-866
1232

MAE CONN AND ASSOCIATES

Please print exact title of account

DATE 5/31 19--

CASH	dollars	cents
CURRENCY		
COIN		
CHECKS LIST BY BANK NUMBER		
12.00	$100	00
12.13	755	55
41.14	125	50
42.17	525	00
45.14	100	00
45.15	500	00
45.47	1025	00
51.15	175	00
52.14	150	75
55.13	500	00
56.15	50	00
61.14	350	50
61.63	1000	00
62.17	250	00
62.47	75	00
67.42	2500	00
67.45	600	00
67.48	50	00
67.51	475	50
TOTAL	14,307	80

⑈1232⑈0866⑆ 216⑈4405⑈

INSTRUCTOR GUIDE SHEET

Unit Title

Reconciliation of Bank Statement

Description

From information given, the student will adjust bank balance with check stub balance.

Materials, Supplies, and/or Equipment

Included: Canceled checks
Check stubs
Bank statement
Reconciliation form

Needed but not Included: Pen or pencil

Requirements (Suggested)

Proficiency Level or Prerequisite: Basic Business Math

Approximate Time to Complete: 45 minutes

Accuracy: 100% error free

Areas of Specialization

Accounting
Clerical
Secretarial

RECONCILIATION OF BANK STATEMENT

_____
(date)

BALANCE ON CHECK STUB, (date)_____ $17,488 63

DEDUCT BANK CHARGES:

Description	Amount
Service Charge	$
Total bank charges	

ADJUSTED CHECK-STUB BALANCE, (date)_____ $17,488 63

BALANCE ON BANK STATEMENT, (date)_____ $15,607 94

ADD OUTSTANDING DEPOSITS:

Date	Amount
	$
Total outstanding deposits	5,500 00

TOTAL..... $21,107 94

DEDUCT OUTSTANDING CHECKS:

Ck. No.	Amount	Ck. No.	Amount
293	800 00		
294	169 31		
295	1000 00		
296	800 00		
297	850 00		
Total outstanding checks			3,619 31

ADJUSTED BANK BALANCE, (date)_____ $17,488 63

Federal law prohibits discrimination on the basis of race, color or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972 and Title II of the Vocational Education Amendments of 1976); or handicap (Section 504 of the Rehabilitation Act of 1973) in educational programs or activities receiving federal financial assistance.

Employees, students and the general public are hereby notified that the Georgia Department of Education does not discriminate in any educational programs or activities or in employment policies.

The following individuals have been designated as the employees responsible for coordinating the department's effort to implement this nondiscriminatory policy.

Title II - Loydia Webber, Vocational Equity Coordinator
Title VI - Peyton Williams Jr., Associate Superintendent of State Schools and Special Services
Title IX - Myra Tolbert, Coordinator
Section 504 - Jane Lee, Coordinator of Special Education

Inquiries concerning the application of Title II, Title VI, Title IX or Section 504 to the policies and practices of the department may be addressed to the persons listed above at the Georgia Department of Education, Twin Towers East, Atlanta 30334; to the Regional Office for Civil Rights, Atlanta 30323; or to the Director, Office for Civil Rights, Education Depart nent, Washington, D.C. 20201.